

SAN ANTONIO POLICE DEPARTMENT ALARM PERMIT APPLICATION (For Single Alarm System)

Permit Fee: **\$10.00 per Residential System**
\$25.00 per Commercial System

List any known hazards police officers or firefighters may encounter at alarm site. (dogs, barbed wire, chemicals, etc.)

Mail to: **San Antonio Police Department**
Alarms Investigation Office
P.O. Box 839948
San Antonio, TX 78283

Phone: (210) 207-8282

Issued by	Permit Number	Please Read Instructions on Reverse Before Filling Out Application , then complete and send to the address above. <u>Please print clearly or type.</u>				
		1. Applicant - the San Antonio Police Department must have the name, driver's license, home address and telephone number of the person who will be responsible for the alarm system. Driver's License number is for identifying Permit Holder Applicants with similar names. <u>A COMPANY NAME IS NOT ACCEPTABLE!</u>				
		2. Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder.				
		3. Please include all ZIP plus four codes and telephone area codes.				
Expiration Date	Date Issued	4. Application <u>MUST</u> include a check or money order payable to the City of San Antonio Alarms Office.				
		Address where alarm will be located (include apt., bldg. or unit number)				
		Type of Alarm <input type="checkbox"/> Burglary <input type="checkbox"/> Robbery <input type="checkbox"/> Fire				
		Type of location where system is used (check one only) <input type="checkbox"/> Residential (\$10) <input type="checkbox"/> Commercial (\$25) <input type="checkbox"/> Governmental (No Fee)				
FOR OFFICE USE ONLY	Date Issued	Company Name (if Commercial)		Office Name (if Governmental)	Alarm Company Name	
		Permit Holder's name (Last, First, Middle Initial)				Job Title (If Commercial)
		Driver's license (State and number)		Day phone number	Night phone number	
		Home address (include apt., bldg. Or unit number)			City, State, ZIP +4	
		Address where permit is to be mailed			City, State, Zip +4	
		Permit Status: (check one only) <input type="checkbox"/> New Permit <input type="checkbox"/> Renewal <input type="checkbox"/> Information Change (No Charge)				
		Is alarm location in a gated community? <input type="checkbox"/> Yes <input type="checkbox"/> No Gate Code: _____				
		Names and phone numbers of two persons SAPD can contact in case of an emergency , if we are unable to contact the permit holder. (This information is essential)				
Name		Day Phone Number	Night Phone Number			
Name		Day Phone Number	Night Phone Number			
<u>Submit a separate application and fee for each alarm system.</u> Permit is valid for one year from date issued.						
I have carefully read the completed application and know it to be true and correct. I accept responsibility for the payment of all fees and fines that may result from the operation of the alarm system described above. Alarm permit must be kept at alarm site.						

Signature of Applicant/Permit Holder (**Required**)

Date

CONFIDENTIALITY

Section 25-57(i) of the City Code states: "The police and fire departments shall protect all information on an application as confidential information..."

INSTRUCTIONS FOR COMPLETING APPLICATION

Please print clearly or type.

The permit holder must be an individual. Company names are not allowed.

Please include apartment numbers, complete zip codes (zip plus four), and telephone area codes.

Driver's License number is for identifying Permit Holder Applicants with similar names.

Two additional contact persons are required in the event the permit holder cannot be contacted.

PERMIT FEES AND SERVICE FEES EFFECTIVE OCTOBER 1, 2002

PERMIT FEES

Section 25-58 of the City Code of the City of San Antonio establishes the following fees for permits:

<u>TYPE OF PERMIT</u>	<u>NEW</u>	<u>RENEWAL</u>
RESIDENTIAL	\$10	\$10
COMMERCIAL	\$25	\$25
GOVERNMENT	NO FEE	NO FEE
GATED DEVELOPMENT	\$50	NO FEE (THIS PERTAINS TO GATE OPERATORS ONLY AND NOT TO RESIDENTS)

All permits are valid for **one (1) year** from the date of issue. Renewal notices are mailed to permit holders 30 days prior to the permit expiration date.

EXCESSIVE FALSE ALARM FEES

Section 25-66(a) of the City Code of the City of San Antonio establishes the following fees for excessive false alarms:

BURGLARY:	There is no service fee for the first five false alarms. A \$50 service fee for the 6 th and successive false alarms within the 12-month permit cycle.
ROBBERY: (Includes panic and duress alarms)	There is no service fee for the first false alarm. \$100 for the 2 nd and 3 rd false alarms. \$150 for the 4 th false alarm. \$250 for the 5 th and successive false alarms within the 12-month permit cycle.
FIRE:	There is no service fee for the first three false alarms. \$50 for the 4 th false alarm. \$100 for the 5 th and successive false alarms within the 12-month permit cycle.

ADDITIONAL INFORMATION

Alarm sites with local alarm systems (non-monitored) are required to have a valid alarm system permit. It is the responsibility of the permit holder to provide the permit number to their alarm and/or monitoring company. If you have any questions, please call the San Antonio Police Department Alarms Investigation Office at 207-8282. Business hours are from 7:45 a.m. - 4:30 p.m., Monday through Friday. We are closed on official holidays. The Mailing address for correspondence is:

**San Antonio Police Department
Alarms Investigation Office
P.O. Box 839948
San Antonio, TX 78283**